

# HIV Online Learning Management System (LMS)

## Quick Reference Guide

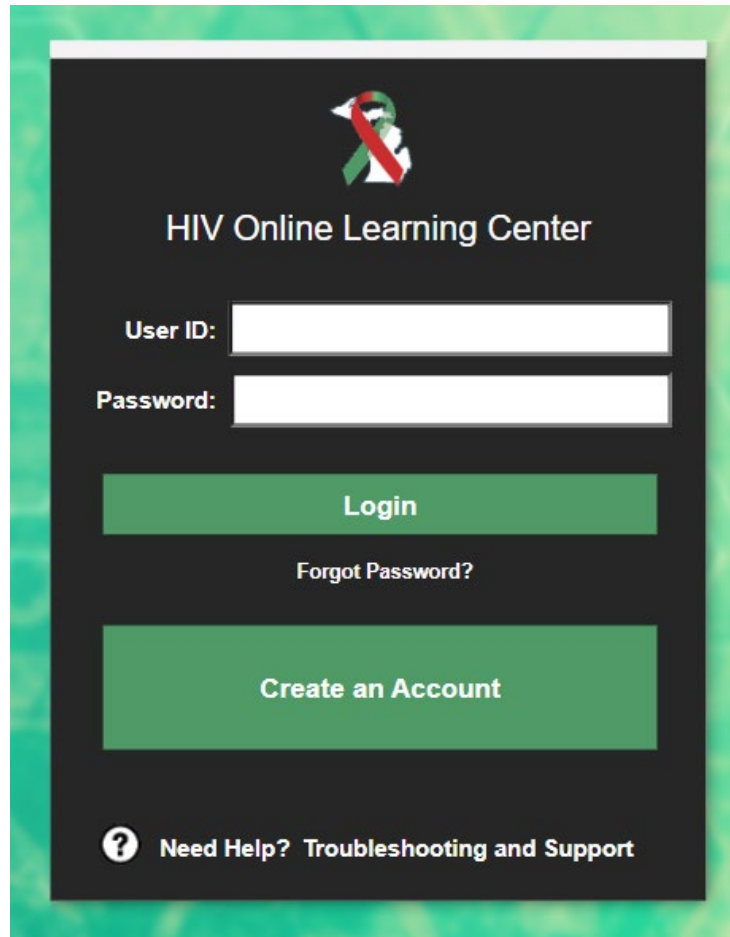
This Quick Reference provides instructions on using the MDHHS Learning Management System (LMS), taking required trainings, and obtaining certificates of completion.

### Contents

- Access the Learning Management System (LMS)..... 2**
  - Forgot Password ..... 2
  - Create a User ID and Password..... 3
- Navigating the LMS ..... 4**
  - Enroll in a Course ..... 5
  - Launch a Course ..... 7
  - Course Progress ..... 8
  - Transcript ..... 8
  - Certificates ..... 9
    - Certificate of Completion..... 9
    - Certificate of Continuing Education ..... 10
  - Edit Profile..... 10
  - Manage Dashboard..... 11
- Troubleshooting ..... 11**

## Access the Learning Management System (LMS)

1. Open an internet browser and navigate to <https://mihealth.coursemill.com/html/HIV/index.html>

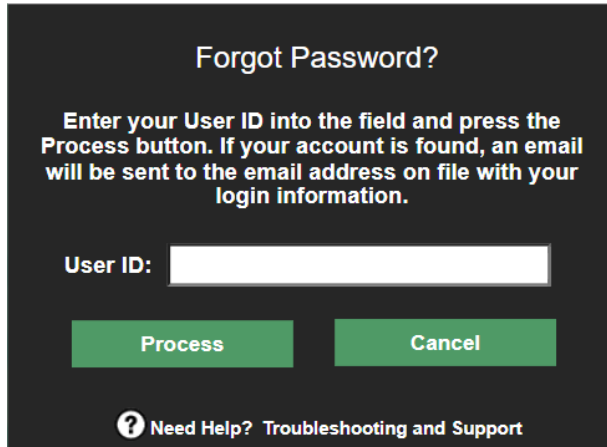


- If you already have an account, enter your **User ID** and **Password** and select the **Login** button.
- If you do not have an account, select the **Create an Account** button.
- If you are unable to access your account, select the **Forgot Password?** link.

### Forgot Password

1. Select the **Forgot your Password** link on the Sign In page.
2. On the Forgot Password? screen, enter your User ID and select the **Process** button.
  - a. If the account exists, the message “Your login information has sent to your email address” will appear. Please check your email account for further instructions.  
**Note:** This email is system-generated and may get flagged as Spam/Junk. Please check your inbox and Spam/Junk folders for the email. If you still do not receive an email, please contact [elarning@mphi.org](mailto:elarning@mphi.org) for further assistance.
  - b. If no account exists, the message “Invalid User ID” will appear.


3. If you do not remember your User ID, but believe you have an account, please contact [eLearning@mphi.org](mailto:eLearning@mphi.org) for further assistance.



**Forgot Password?**

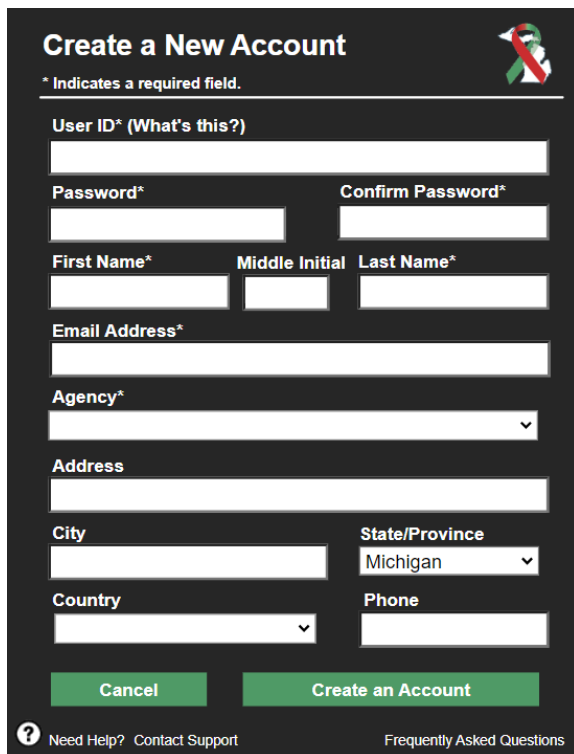
Enter your User ID into the field and press the Process button. If your account is found, an email will be sent to the email address on file with your login information.


User ID:

 [Need Help? Troubleshooting and Support](#)

### Create a User ID and Password

1. On the Select the **Create New Account** button.
2. On the screen that appears, enter the requested information.  
**Note:** Items marked with an asterisk (\*) are required.



**Create a New Account** 

\* Indicates a required field.

User ID\* (What's this?)

Password\*  Confirm Password\*

First Name\*  Middle Initial  Last Name\*


Email Address\*

Agency\*

Address

City  State/Province

Country  Phone

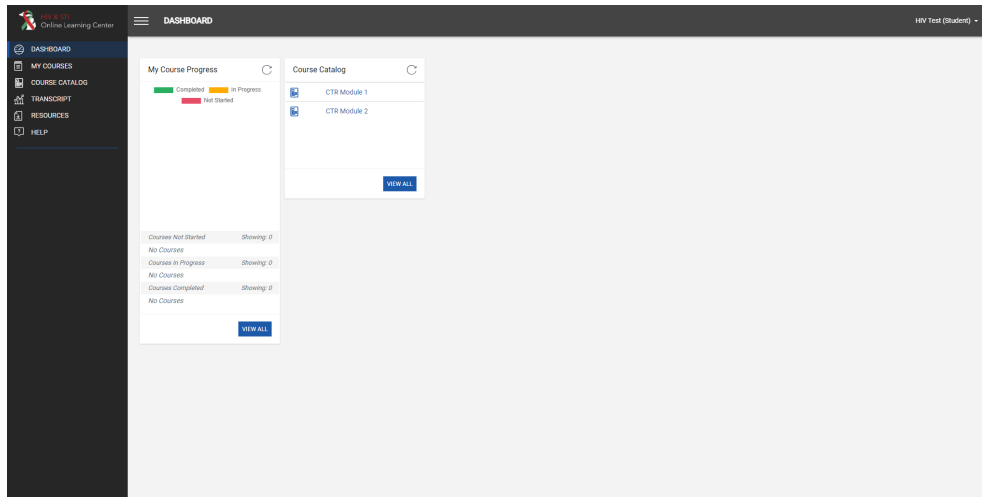
 [Need Help? Contact Support](#) [Frequently Asked Questions](#)

3. Select the **Create New Account** button.

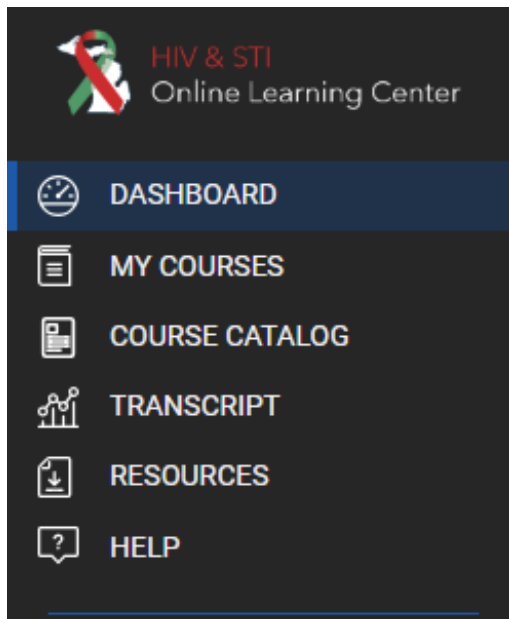
Congratulations! You are now logged into the HIV Learning Management System (LMS).

## Navigating the LMS

Upon log in, you see the dashboard for the HIV LMS. This is a customizable homepage which can display active courses, status, email, and more.



The Menu on the left-hand side of the screen features a list of options:



The **Dashboard** is a customizable homepage for quick access to commonly accessed areas of the LMS. If you navigate to any other page in the LMS, you can click on the Dashboard to return home.

**My Courses** contains courses you are enrolled in. Launch courses from the My Courses area.

**Course Catalog** is a library of available courses. You can search for and enroll in courses here.

**Transcript** is where you can see an overview of your progress in the LMS. Additionally, you can print copies of course completion certificates from this page.

**Note:** If you are seeking a Certificate of Continuing Education, these are available from within the course.

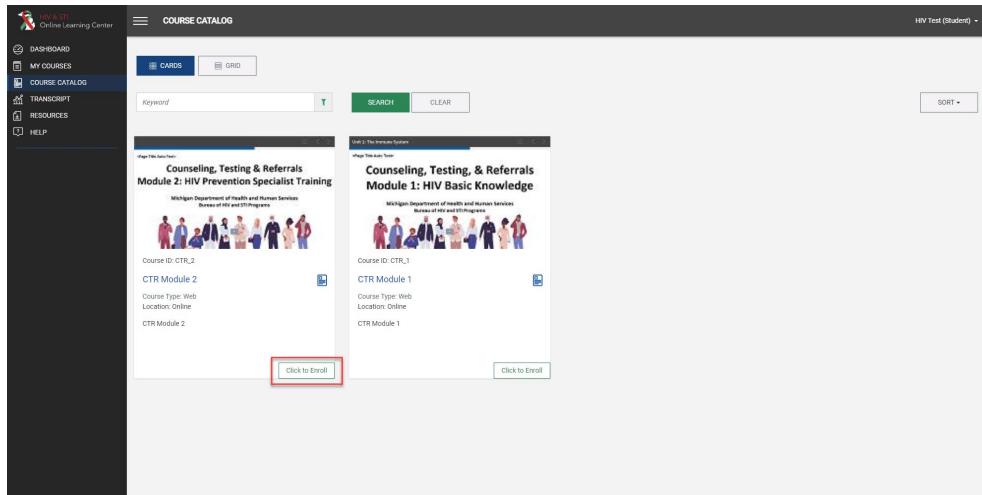
**Resources** contains this Quick Reference and other important information.

**Help** offers users similar information to this Quick Reference.

## Enroll in a Course

To enroll in a course, navigate to the **Course Catalog** screen from the side menu.

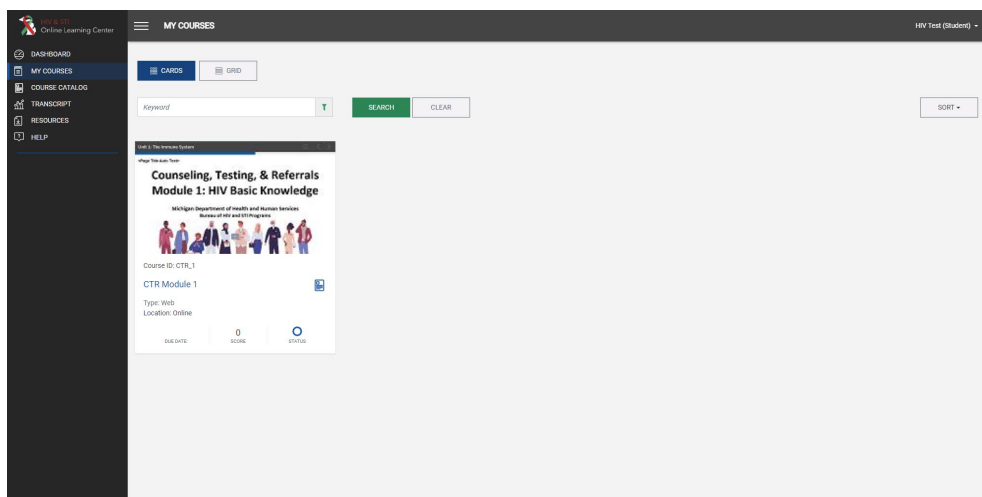
1. Locate the course you wish to enroll in and select the **Click to Enroll** button to enroll.



After selecting **Click to Enroll**, you will be taken to the **My Courses** screen.

If you are looking for a specific course, you can enter a keyword (e.g., 'Lead') in the search box at the top of the screen and click Search to display only courses with that keyword in the Course Title or Description.

By default, the Course Catalog will display courses in a Card format. Click on the **Grid** button to toggle to a list of courses. From the Grid view, you can click on any of the headers (Course ID, Title) to sort the list alphabetically. To return to the Card view, click the **Cards** button at the top of the screen.

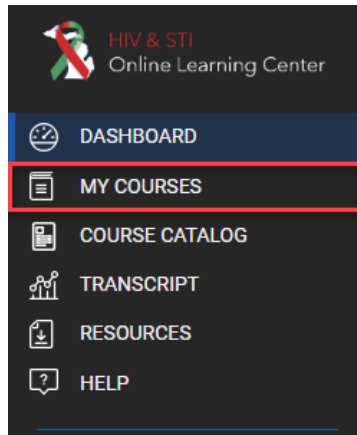


Once enrolled, a confirmation message is emailed to you.

**Note:** Some courses require instructor approval. In this case, the course will be added to My Courses upon approval. Approval or denial will be communicated via email.

## Launch a Course

To access a course, navigate to the **My Courses** screen.



Select the thumbnail image of the course you want to view. The screen below will appear. Select the **Launch** icon to launch the corresponding course content item(s).

**Note:** Some courses may only have one content item. In the example below, the course has multiple content items.

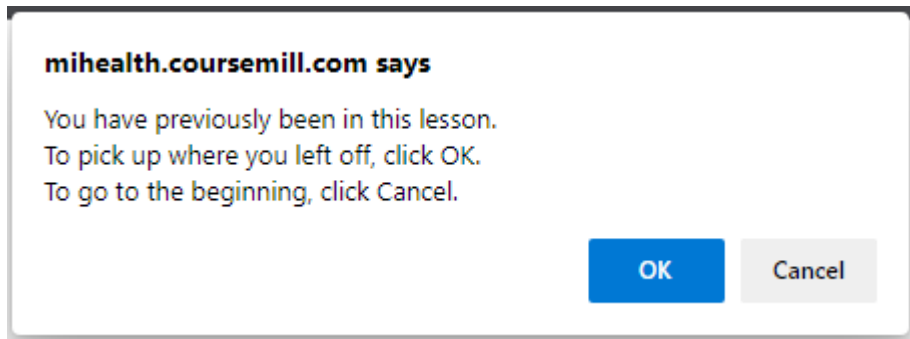
A screenshot of the 'MY COURSES > COURSE DETAILS' page for 'CTR Module 1'. The page has a dark blue sidebar with the same menu as the first screenshot. The main content area is white and contains the following elements:

- Unit 1: The Immune System** (with a thumbnail image of a group of people)
- CTR Module 1** (Course ID: CTR\_1, Last Updated: 2024-03-27 14:15:38)
- DESCRIPTION**: CTR Module 1
- NOTES**: Instructor Notes go here.
- ITEMS** table with columns: ITEMS, SCORE, and STATUS. The table lists 10 items, each with a checkbox and a status icon (a circle with a dot). A red arrow points to the first item, 'Unit 1: The Immune System'.
- UNENROLL** button
- COURSE DETAILS** section with fields: COURSE TYPE (WEB), ACCESS EXPIRES AFTER (UNLIMITED).
- SESSION DETAILS** section with fields: NAME (WEB-BASED ONLY), LOCATION (ONLINE), PRICE (UNLIMITED).
- COMMUNITY** button

The course will launch in a new window.

## Course Progress

You may exit a course at any time and the Learning Management System will track your progress. A message will display when you return to the course if you do not complete it in one session:



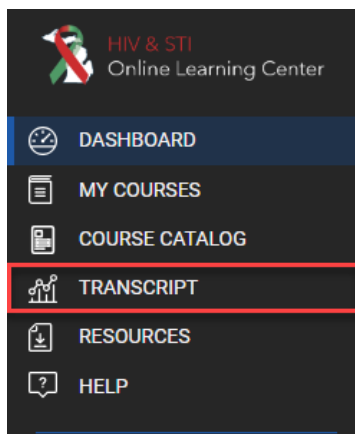
To pick up where you left off click **OK** or go to the beginning by clicking **Cancel**.

Your progress through a course will be tracked in the LMS on the My Courses page. Each content item will display as either not attempted (empty circle), in progress (half-filled circle), or complete (checkmark).

ITEMS	SCORE	STATUS
<input checked="" type="checkbox"/> Unit 1: The Immune System		✓
<input checked="" type="checkbox"/> Unit 2: The Basics of HIV & AIDS		◐
<input checked="" type="checkbox"/> Unit 3: HIV Transmission		○
<input checked="" type="checkbox"/> Unit 4: History of HIV		○
<input checked="" type="checkbox"/> Unit 5: Impact of HIV		○
<input checked="" type="checkbox"/> Unit 6: HIV & the Intersection of Bias, Social Determinants of Health, & More		○
<input checked="" type="checkbox"/> Unit 7: Perspectives		○
<input checked="" type="checkbox"/> Unit 8: Programs & Services Related to HIV Prevention and Care		○
<input checked="" type="checkbox"/> Unit 9: Legislation		○
<input checked="" type="checkbox"/> Course Test		○

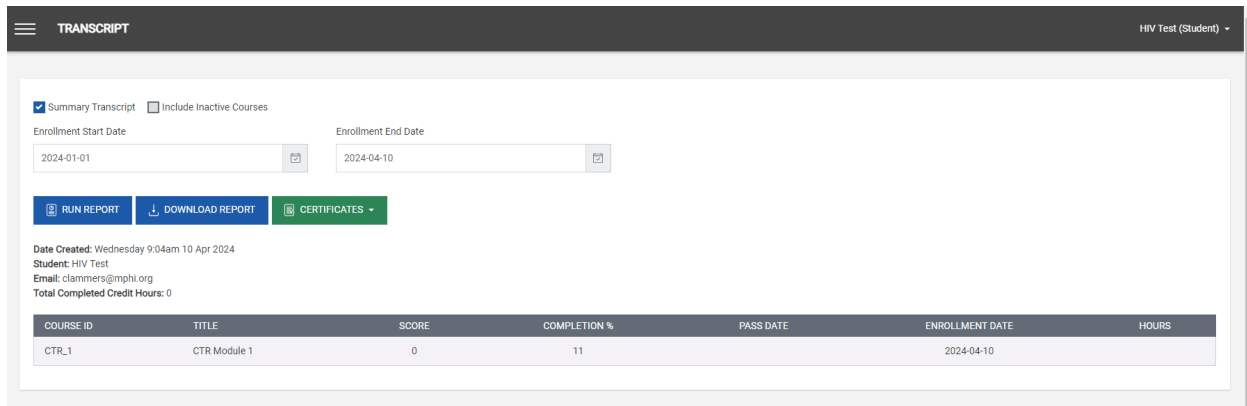
## Transcript

Your transcript is available under the **Transcript** button on the left side of the screen.





The page shows courses that are completed, in progress courses, and lists any courses you are enrolled in.



**TRANSCRIPT** HIV Test (Student)

☒ Summary Transcript ☐ Include Inactive Courses

Enrollment Start Date: 2024-01-01 Enrollment End Date: 2024-04-10

[RUN REPORT](#) [DOWNLOAD REPORT](#) [CERTIFICATES](#)

Date Created: Wednesday 9:04am 10 Apr 2024  
Student: HIV Test  
Email: clammers@mphl.org  
Total Completed Credit Hours: 0

COURSE ID	TITLE	SCORE	COMPLETION %	PASS DATE	ENROLLMENT DATE	HOURS
CTR_1	CTR Module 1	0	11		2024-04-10	

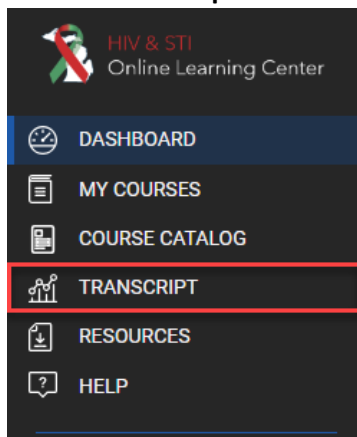
## Certificates

### Certificate of Completion

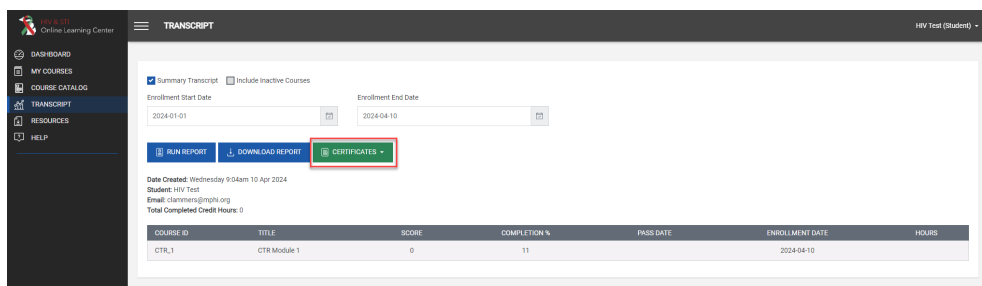
Once a course has been completed, a Certificate of Completion will be sent to the email address associated with your User ID. The PDF can be saved to your computer, printed, or e-mailed to another person (your supervisor, for example).

A copy of your Certificate of Completion can also be obtained from within the Learning Center by following the steps below:

Click the **Transcript** button on the left side of the screen.



1. Click on the green **Certificates** button.



2. From the list of certificates that appears, select the course for which you would like to view a certificate.
3. A PDF of the certificate will open in a new window. You can save, print a copy, or distribute the certificate as needed.

### Certificate of Continuing Education

Some courses may offer Continuing Education (CE) credit. To obtain a Certificate of Continuing Education, follow the in-course instructions to select your discipline(s) and print the certificate from within the course.

If you have trouble accessing your Certificate of Continuing Education, or need additional assistance, please contact [eLearning@mphi.org](mailto:eLearning@mphi.org).

### Edit Profile

To edit your profile, select the [User ID] button in the top right corner and select Edit Profile.

The Edit Profile screen will appear. From this screen, you can edit the information entered at account creation:

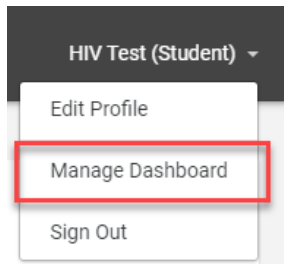
- Name, Email Address, and Password are located on the User Profile Tab.
- Type of Organization and Organization Name are located on the Sub Orgs tab.

To edit your password, select the **Reset Password** button. On the screen that appears, enter your current/old password in the top box and your new password in the following boxes and select the **Reset Password** button.

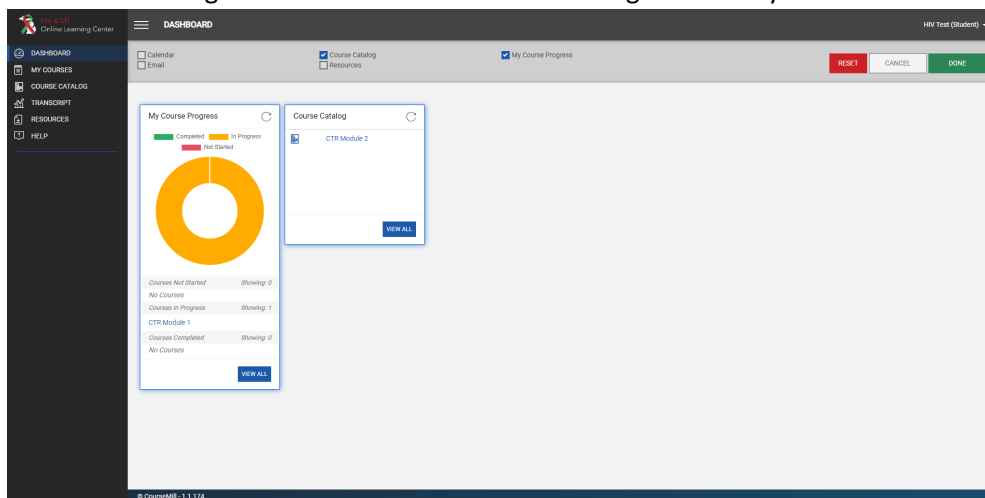
**Note:** The User ID field is not editable. If you need to change your User ID, please contact [elearning@mphi.org](mailto:elearning@mphi.org).

## Manage Dashboard

To edit which options are shown on your dashboard, select the **[User ID]** button in the top right corner and select Manage Dashboard.



On the screen that appears, uncheck any dashboard items you do not wish to appear. Additionally, you can click and drag available dashboard items to reorganize how your dashboard will display.



Once all changes are made, select the **Done** button to save your changes and return to the Dashboard screen.

To reset to the default settings, select the **Reset** button.

## Troubleshooting

### I don't remember my User ID

If you believe you have an account in the Environmental Health Learning Management System (LMS), but do not remember your User ID, please contact [elearning@mphi.org](mailto:elearning@mphi.org) for further assistance.

### I requested my password but have not received anything.

Please check your Spam/Junk mail folders. The Forgot Password option sends a system-generated email to the email address associated with your account and this message may get flagged as Spam/Junk.

If you still do not see this email, please contact [elearning@mphi.org](mailto:elearning@mphi.org) for further assistance.